

COUNTY OF SAN BERNARDINO
PURCHASING DEPARTMENT

VENDOR SHOW 2014

at the

National Orange Show

Wednesday, February 5, 2014

10:00 a.m. until 2:00 p.m.

National Orange Show Events Center - Citrus

689 South "E" St.

San Bernardino, CA 92408

909.888.6788



MAKING GOVERNMENT PURCHASING EASIER



For information contact:

Bruce Cole 909.386.8305

bcole@pur.sbcounty.gov

or

Patrick Scalzitti 909.387.2066

Patrick.Scalzitti@pur.sbcounty.gov

VENDOR REGISTRATION PACKET

COUNTY OF SAN BERNARDINO

PURCHASING DEPARTMENT

Vendor Show 2014

Wednesday, February 5, 2014
National Orange Show Events Center
689 South "E" Street
San Bernardino, CA 92408
10:00 a.m. until 2:00 p.m.
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The County of San Bernardino Purchasing Department is hosting a vendor show, as a great opportunity for you to meet with department representatives to introduce your products and services. Your participation will make this a beneficial event for County staff and your company, by building relationships with decision makers in the County of San Bernardino.

The vendor show will be held February 5, 2014 at the National Orange Show Events Center in San Bernardino, CA. We are currently taking vendor booth reservations. Space will be assigned on a first come, first served basis. In order to move forward with the facility we need to obtain a commitment from vendors no later than November 22, 2013.

Packet includes the following, please read it carefully:

- Vendor Registration Form/Payment Information
- Rental Agreement
- Product presentations/door prize information

Once registered, you will receive confirmation regarding booth selection along with specific event details.

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All pages **MUST** be completed, signed and returned with registration fee.

NOTE: Vendors must mail in registration packet, however pre-registration is welcome by emailing packet in advance to Patrick.Scalzitti@pur.sbcounty.gov.

Vendors Fees (per 10' X 10' space)

Register by:

November 22, 2013 \$ 200.00

January 10, 2014 \$ 300.00

REGISTRATION INCLUDES: a booth with pipe and drape, table with cloth, two chairs, sign, WI-FI, and two deli lunches

ADDITIONAL COST FOR SERVICES:

\$25.00 for electricity per booth

\$30.00 for additional meal ticket

\$200.00 for premium booth (10x20) (Only 4 available)

PARKING: No charge

**LIMITED
BOOTHS
AVAILABLE**

Vendors Information

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Cell: _____ Email: _____

Number of Spaces:

Additional Services:

	@	
	@	
	@	

GRAND TOTAL:

Vendor Description:

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Payment Information (For: Cash or Check ONLY)

Checks made payable to: **County of San Bernardino**

Amount Enclosed: \$ _____

Return the above information with payment to:

Purchasing Department, Attn: Bruce Cole

777 E. Rialto Avenue

San Bernardino, CA 92415-0760

Payment Information (For: Credit Card)

If paying by credit card, a \$5.00 transaction fee will be added to your registration fee. Please note the transaction may not post to your credit card until the week of the event.

Acceptable Credit Cards: Visa/MasterCard/Discover

Please provide the following information:

Card Holder Name	
Credit Card Number	
Security Code*	
Expiration Month/Year	

*The card security code is a 3-digit number located on the back of the card.

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Rental Agreement

In contracting for booth space at the 2014 Vendor Show, as indicated by my signature below, as an authorized representative or the renter, the following terms and conditions are hereby accepted:

1. The space contracted for is to be used solely by the company and/or individuals whose name appears on page (2) of this registration packet.
2. Booth specifications are acceptable as indicated on page (2) of this form. Any changes to those specifications may not be made except by mutual written agreement no later than fifteen (15) days prior to the set-up date.
3. Booth spaces will be assigned by the discretion of the Purchasing Department.
4. Booth registration payment in full for all space, special requirements and additional meal must be made no later than January 10, 2014 (see page 2 for complete pricing information and deadlines).
5. Payment made for booth space and additional services are not refundable.
6. Vendors and/or attending representatives are responsible for keeping the space(s) free from any condition that may be deemed to constitute a fire or safety hazard to persons and/or property.
7. The National Orange Show and County of San Bernardino assume no responsibility for any damage or injury to any person or property that may result from the vendor's participation in the vendor show. The National Orange Show and the County assume no responsibility for the loss of any property of the participating vendor or any of the authorized representatives of the vendor.
8. All set-up must be completed no later than 8:30 a.m. on Wednesday February 5, 2014, no display striking will begin until 2:00p.m. on the same day.
9. Booth must be staffed between the hours of 10:00 a.m. — 2:00 p.m.

Agreed to this _____ day of _____ 201__ by:

Authorized Signature: _____

Print Name: _____

Title: _____

Please complete and sign this rental agreement and registration form and return it with your payment in full to:

County of San Bernardino
Purchasing Department
Attn: Patrick Scalzitti
777 E. Rialto Avenue
San Bernardino, CA 92415-0760

For questions or further information please contact Patrick Scalzitti at
(909) 386-8305 or Patrick.Scalzitti@pur.sbcounty.gov

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Product Presentation

There will be time allocated for product presentations within the Exhibit Hall. If you would like to highlight a new product, discuss specifications, or provide a demonstration, please let us know to reserve a spot for you in the HOT ZONE.

Each presentation will be up to 15 minutes. Visual aids must be submitted in advance.

Presentation Information

Product Category: _____

Product Description: _____

Presenter: _____

Length of Presentation _____

Power Point Presentation: YES _____ NO _____

Please email all power point presentations to Patrick.Scalzitti@pur.sbcounty.gov no later than **January 29, 2014**, to be included in the presenter's schedule.

Door Prizes

I am able to donate the following items, to be awarded throughout the show in an opportunity drawing. Donations must be specific for departmental use **ONLY**.

1. _____

2. _____

3. _____

Purchasing can have mail couriers pick up door prizes to
relieve the hassle on the day of the show.